



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

## General Position Information

**Job Title:** 17189 - Senior FISA Advisor - SNIS Professional Tier 1

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 04/12/2018 - 04/27/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DDII/MID

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

### This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

### Who May Apply:

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

UNCLASSIFIED



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission:

The Office of the Director of National Intelligence (ODNI) Deputy Director of National Intelligence for Intelligence Integration (DDNI/II) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. DDNI/II is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, DDNI/II is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DDNI/II is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## Major Duties and Responsibilities (MDRs):

- Engage and influence key stakeholders to support the ODNI's Key objectives.
- Direct and oversee processes and decisions in an ODNI enabling or support function such as policy guidance, information management, financial analysis, operations, R&D, etc.
- Create and sustain partnerships with IC elements and other interlocutors.
- Lead and oversee the formulation, development, production and evaluation of a broad range of policies, processes, and guidance on subject areas, including mission enabling functions and intelligence oversight disciplines, and communicate these policies, processes, and guidelines to community stakeholders.
- Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.
- Lead as senior substantive expert responsible for advising the DNI, DDNI/II, CD on operational collection capabilities, and addressing shortfalls associated with current national-level intelligence priorities for foreign intelligence information collected under the Foreign Intelligence Surveillance Act (FISA).
- Serve as primary focal point for developing and implementing IC policies associated with FISA procedures.
- Lead the IC implementation of the FISA Amendments Act to enable authorized foreign intelligence collection.
- Oversee, manage, and direct the activities of the FISA Working Group (WG), an IC interagency working group comprised of representatives from the Central Intelligence Agency, Federal Bureau of Investigation, Department of State's Bureau of Intelligence and Research, the Department of Defense, and National Security Agency.

UNCLASSIFIED



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

- Orchestrate FISA studies and facilitate WG's activities to standardize FISA training across the IC, identify viable courses of action to address key issues regarding FISA procedures, and provide structured recommendations focused on operational collection capabilities.
- Oversee, manage, and guide the development and implementation of strategic and tactical planning initiatives to augment, extend, and improve FISA procedures regarding collection capabilities.
- Collaborate and liaise with the FISA Panel, an entity developed pursuant to Section 901 of the USA Patriot Act, which has the authority to prioritize FISA targets according to national-level intelligence priorities; identify topics for FISA collection; make recommendations to improve the FISA process, and reduce duplicative FISA-coverage.
- Develop and maintain relationships with the ODNI elements and other departments and agencies utilizing FISA processes to stay abreast of program developments and policy enhancements.
- Integrate priorities in planning, architectural analysis, and foreign intelligence to ensure alignment with FISA applications.
- Brief ODNI officials, Department of Justice senior members, members of Congress, and other major stakeholders as necessary to ensure FISA processes are organized in an effective and cost efficient manner.

## **Mandatory and Educational Requirements:**

- Conflict Management, Leveraging Diversity, Developing Others, and Team Building.
- Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision.
- Partnering, Political Savvy, and Influencing/Negotiating.

## **Desired Requirements:**

- Expert demonstrated knowledge of FISA, the FISA process, and relationships and interrelationships in the IC and collection capabilities.

## **Key Requirements and How To Apply Internal ODNI Candidates:**

### **A complete application package must include:**

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

UNCLASSIFIED



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@dni.ic.gov (*Monica C.*) and aclaale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@dni.ic.gov (*Monica C.*) and aclaale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

UNCLASSIFIED



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3663.

**What To Expect Next:**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

**Agency Contact Information:**

ODNI Recruitment; Phone: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

**Other Information:**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

UNCLASSIFIED